

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Prof. Marlon F. Sacedon

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.40	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.90	4.17
2. Research	0%	0	0
3. Extension	0%	0.00	0
4. Support to Operation	10%	4.83	0.48
5. Administration	5%	5.00	0.25
TOTAL			4.90

EQUIVALENT NUMERICAL RATING: 4.90  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**MARLON F. SACEDON**  
Name of Faculty


Reviewed by:

  
**CLIMACO D. ESPINA JR.**  
Department Head

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
Dean, CAS

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction




Visayas State University  
College of Arts and Sciences  
**DEPARTMENT OF MATHEMATICS AND PHYSICS**  
Visca, Baybay City, Leyte



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MARLON F. SACEDON**, Assistant Professor of the **Department of Mathematics and Physics (College of Arts and Sciences)** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1, 2018 to June 30, 2018**

  
**MARLON F. SACEDON**  
Asst. Professor  
Date: 8/14/2018

  
**CLIMACO D. ESPINA R.**  
Head, DMP  
Date: \_\_\_\_\_

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	<b>PI 1.</b> Number of FTE	Instruction	Teaches: GPhys 122x (1 lec, 1 lab) SHS), Phys 21 (1 lec, 2 lab), Phys 133 (1 lec, 1 lab), Phys 135 (1 lec), Inquiries, Investigation & Immersion (SHS) = 2nd Sem 2017-2018	18	25.30	5	5	5	5.0	Teacher's leave
		<b>PI 2.</b> Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		<i>New course syllabi</i>	<i>Instruction</i>	Prepares new course syllabi	1	3	5	5	4	4.7	Phys 203, Phys 204, Phys 205
		<i>Revised course syllabi</i>		Prepares revised course syllabi	1	3	5	5	4	4.7	Phys 21, Phys 133, Phys 135
		<i>New lecture Instrucional manual</i>		Prepares new instrucional manual	1	3	5	5	4	4.7	Gphys 122, Phys 21, Phys 133, Phys 135

		<i>Revised lecture instructional manual</i>		Prepares revised instructional manual	1	2	5	5	5	5.0	Phys 21, Phys 133
		<i>Revised laboratory manual</i>		Prepares revised laboratory manual	1	2	5	5	5	5.0	Phys 21, Phys 133
		<i>New Powerpoint lecture presentation per course</i>		Preparing powerpoint lecture presentation	2	4	5	5	5	5.0	Phys 21, Phys 133, Phys 135, Gphys 122
		<b>PI 3. Additional outputs</b>									
		<i>Numbers of hours checking papers per course</i>		Checks papers	2	5	5	5	5	5.0	2nd Sem SY 2017-2018 subjects
		<i>Numbers of hours class preparation</i>		Prepares class preparation	2	5	5	5	4	4.7	2nd Sem SY 2017-2018 subjects
		<i>Numbers of hours supervise for SHS per week</i>		Supervise SHS	2	5	5	5	4	4.7	Inquiries, Investigation and Immersion
		<i>Number of hours seminar/trainings conducted inside VSU</i>		Resource Person	4	8	5	5	4	4.7	Enhancement training for Physics High School Teachers, 13 Jan. 2018 to 10 March 2018
		<i>Number of hours seminar/trainings conducted outside VSU</i>		Resource Person	8	16	5	5	4	4.7	Enhancement training for Physics High School Teachers, April 19-20, 2018 at Ormoc City
						<b>Total points</b>				<b>57.67</b>	
MFO 5	<b>Support to Students</b>	P.1 Student advising and consultation services	Support to students	Mentor students/group in conducting research	1	1	5	5	4	4.67	High School students Research
		PI.2 Number of hours spent for student consultation	Support to students	Entertained/adviser thesis students	20	60	5	5	5	5.00	regarding subject matters, grades
		P.3 Additional Outputs									
						<b>Total points</b>				<b>9.67</b>	


MFO 6	General Admin. & Support Services (GASS)										
	Efficient & Constumor Friendly	Zero percent complaint from clients served	General services	Entertains clients	0%	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
						<b>Total points</b>				5.00	
	<b>Total Over-all Rating</b>									72.33	
	<b>Average Rating</b>									4.82	
	<b>Adjectival Rating</b>									0	

Average Rating (Total Over-all rating divided by 4)	4.82
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.82
ADJECTIVAL RATING	


Comments & Recommendations for Development Purpose:

*Keep up ...*


Evaluated and Review:

  
**CLIMACO D. ESPINA, JR.**  
 Dept. Head/Unit Head  
 Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: \_\_\_\_\_

1 - Quality    2 - Efficiency    3 - Tmeliness    4 - Average

**“Exhibit I”****PERFORMANCE MONITORING FORM**Name of Employee: **PROF. MARLON F. SACEDON**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teaches three (3) course subjects (Phys 133, Phys 135, Phys 21, Phys 21, GPhys 122x and Inquiries, Investigation & Immersion	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising Inquiries Investigation and Immersion (SHS) and consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Phys 135, Phys 133	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise instructional manual	Copy of teaching manuals in Phys 135, Phys 133, GPhys 122	January 2018	March 2018	March 2018	Impressive	Outstanding	Follow the format prescribed by MMDC

5.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
6.	Conduct extension project	Progress report	January 2018	July 30, 2018		Impressive	Outstanding	Follow-up on the effectivity of the training conducted
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	April 2018	Impressive	Outstanding	Participates actively in all activities
8.	Perform other functions assign by the head	Reports	January 2018	June 2018	June 2018	Impressive	Outstanding	Perform duties assigned to him

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
CIMACO D. ESPINA, JR.  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Marlon F. Sacedon

Performance Rating: Outstanding

Aim: Encourage him finish his PhD in Physics and get involve with research/extension activities.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: \_\_\_\_\_

Target Date: One year from date of intervention

First Step:

Send him to trainings/seminars/workshops/fora related to research and extension activities, while finishing his dissertation.

Result:

Attendance in research and extension related trainings/seminars/workshops/fora. This will expose and motivate him to do research and be involved in extension projects, and finally get the PhD diploma.

Date: Throughout the school year

Target Date: End of SY 2018-2019

Next Step: Advise him to draft research proposal or extension project proposal.

Outcome: research/project proposal

Final Step/Recommendation: Instruct him to submit the research/project proposal to the OVPRE for approval and possible funding, and work for the finishing touches of his dissertation.

Prepared by:

  
CLIMACO D. ESPINA JR.  
DMP Head